



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE ST
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1900R.1
ADJ
15 Mar 1993

FORCE ORDER 1900R.1

From: Commanding General
To: Distribution List

Subj: PHYSICAL QUALIFICATION OF OFFICER AND ENLISTED SELECTED MARINE
CORPS RESERVISTS (SMCR)

Ref: (a) MCO P1900.16D (MARCORSEPMAN)
(b) MANMED, Chapters 15 and 16
(c) MCO P1001R.IG (MCRAMM)
(d) MCO P1080R.38C (RESPRIM)
(e) CMC Wash DC msg 271838Z Jan 93 (Pers Admin Advisory 1-93)
(f) MCO P1070.12H (IRAM), Table 4-1
(g) MCO 1770.2A
(h) ForO IOSOR.1

Encl: (1) Course of Action Flow Chart
(2) Sample Letter from Unit to Individual
(3) Sample Statement of Understanding and Intent
(4) Sample Notification of Discharge
(5) Sample CG, MARFORRES Endorsement to a BUMED letter
Authorizing Temporary Not Physically Qualified (TNPQ)

1. Purpose. To provide instructions for determining physical qualification of officer and enlisted personnel of the Selected Marine Corps Reserve (SMCR) per the provisions of references (a) through (c) for continued military service.

2. Information. Physical qualification determinations for officer or enlisted members of the SMCR is a two-part process. First, a medical determination for continued service, based on a physical disqualification, must be obtained from the Chief, Bureau of Medicine and Surgery (BUMED). Secondly, authority for separation will be obtained from the Commander, Marine Forces Reserve (MARFORRES), per reference (a).

3. Action. Commanders will implement the following policy.

a. Reservists found Not Physically Qualified (NPQ) to attend Inactive Duty for Training (IDT) will have the appropriate Strength Category Code, Duty Limit and Physical Risk Code reported on the unit diary per reference (d).

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b. Requests for determination of physical qualification for retention for Reservists, for injuries or illnesses not incurred in the line of duty (i.e., not during a drill weekend, not active duty, or Annual Training), will be submitted to BUMED (02D) via Commander, MARFORRES (G-4 Med). Requests will be addressed to Special Assistant for Physical Qualifications and Review, Department of the Navy, Bureau of Medicine and Surgery (BUMED-02D), 23d and 'IC" Street, Washington, DC 20372-5120. References (a) and (b) are the basis for these instructions and should be reviewed thoroughly prior to the submission of a request. The following documents must be included:

(1) Certified true copy of the Standard Form 88 (Report of Medical Examination) and Standard Form 93 (Report of Medical History). Ensure all blocks are filled in and information is current (less than six months old), per article 16-74 of reference (b).

(2) Certified true copy of the completed Standard Form 513 (Specialty Consultation Sheet) with current medical information to include degree of mobility, weaknesses, restrictions, prognosis, and estimated date for return to full duty, per reference (b).

(3) Monthly medical documentation from either civilian or military medical treatment facility, per reference (b). This information will be from the date the Reservist was initially found NPQ to perform drills or active duty, to the date the package is submitted to BUMED.

(4) A documented report of lost time from gainful employment as the result of the physical impairment, per reference (b).

(5) A documented report as to the extent of the physical impairment which has affected the Reservist's physical qualification to perform IDT, per article 15-84.1b of reference (b).

c. Reserve personnel can only be given an excused absence from drill due to medical reasons for a maximum of six months, per paragraph 3105.7a of reference (c). If upon the completion of the initial six month TNPQ status, the reservist is still not able to return to full duty, a physical determination package will be submitted to BUMED, per paragraph 3a(1) through (5) above. If a medical officer determines that the Reservist will return to a full duty status shortly, a request for an extension to remain in a TNPQ status must be submitted to BUMED via MARFORRES(G-4 Med), with appropriate medical paperwork documenting the progressive recovery period to substantiate a waiver request.

d. If it is determined, at the initial onset of the physical examination, that the injury or illness is of such a nature that full recovery is not anticipated, the unit is to initiate a physical determination package immediately.

e. SMCR officers shall be administratively processed in the same manner as enlisted, except as required by paragraph 8407.3 of reference (a).

f. Should BUMED respond directly to the unit, all correspondence will be immediately readdressed and returned to this MARFORRES (G-4 Med) for appropriate action.

4. Discharge Authority. Reservists discharged under this order and reference (a) will be assigned a separation code of JFPI and a reenlistment code of RE-3P. All BUMED decisions regarding retention or discharge of Reservists for physical disqualification are sent directly to MARFORRES (G-4 Med) and (7AA). MARFORRES (7AA) will take the appropriate action as indicated below.

a. Not Fit for Duty (NFFD). BUMED decisions received at MARFORRES indicating that the Reservist IS NOT fit for duty, will be processed for administrative separation, per paragraph 8407 of reference (a), and utilizing the separation notification procedures contained in enclosures (2) and (3). The unit will notify the Reservist concerned of the findings within five working days of receipt of the MARFORRES endorsement to the BUMED letter. Once the discharge is completed, the unit is required to notify CMC (MMSR) utilizing the format provided in references (a) and (f).

b. Fit for Duty (FFD). Reservists will be notified within five working days upon receipt of the MARFORRES endorsement to the BUMED letter indicating that the Reservist Is fit for full duty. Reservists will be counseled to resume their drilling obligation per reference (c). Report the appropriate Strength Category Code, Duty Limit Code, and Physical Risk Code per reference (d).

c. Temporarily Not Physically Qualified (TNPQ). Occasionally, BUMED will make a determination that the Reservist's injury or illness is of such a nature that may be rehabilitative, and will recommend that the Reservist be placed in a TNPQ status and direct that the Reservist be reevaluated by appropriate medical officials by a specific date. Additionally, the BUMED letter will state that if TNPQ is not a viable solution, the unit is to initiate separation procedures. BUMED decisions received at MARFORRES will be forwarded to the unit concerned, advising the unit commander of their options. Enclosure (5) is a sample endorsement to a BUMED TNPQ decision.

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Commanders, exercising the option to initiate separation procedures, will utilize enclosures (2) through (4) of this Order and the guidance provided in reference (a). Service record books of discharged Reservists will be forwarded to CMC (MMSB-20) per the guidance contained in references (e) and (f).

5. Request for Informal or Formal Hearings. Reservists being separated for a physical disqualification may request a hearing before the Physical Evaluation Board (PEB). Hearing request packages will be submitted, per the guidance in reference (a) via MARFORRES (G-4 Med). Units will receive discharge authority from CMC (MMSR) upon review and acceptance of the findings of the informal or formal hearing from the PEB.

6. Request for Transfer to the Retired List. Reservists requesting transfer to the Retired list (if eligible), will submit their request per the guidance provided in Chapter 8 of reference (a). This request must be submitted to CMC (MMSR) via the appropriate chain of command, within 30 days after completing and returning enclosure (3) to the unit. Transfer will not be effected without CMC approval.

7. Reservists Receiving Benefits Under Notice of Eligibility NOE, Reservists injured in the line of duty while performing IDT or on active duty, are eligible to receive NOE benefits per the eligibility criteria established in reference (g).

a. Once a Reservist is approved to receive NOE benefits, the unit must ensure full compliance of reference (g) is strictly adhered to. CMC (RAM-3) will direct the unit to commence a discharge board by a specific date. Coordination with the medical treatment facility and the unit corpsman (if available) is of paramount importance. A copy of medical board proceedings will be forwarded to CMC (RAM-3) and MARFORRES (7AA). Additionally, forward to this MARFORRES (7AA), copies of all other documentation submitted to CMC (RAM-3) as required by reference (g). The original NAVJAG 5800/15 (Injury Report) will be forwarded to MARFORRES (7AA) for processing and forwarding to Secretary of the Navy (judge Advocate) and CMC (RAM-3).

b. Reservists denied NOE benefits, but unable to perform drills or active duty will be processed per the provisions contained in paragraphs 3 through 6 of this Order.

8. Inactive Duty for Training (IDT) Accounting. Reservists unable to attend scheduled IDT periods due to being in a TNPQ or NPQ status, will be annotated on the unit muster sheet per the provisions of reference (h).

9. In the event BUMED fails to make a determination of physical disqualification and recommends the enlisted Reservist be administratively separated for other reasons, MARFORRES (7AA) will provide administrative guidance to the unit.

10. Commanders have the authority to terminate a Reservist's TNPQ or NPQ status if the Reservist fails to comply with the provisions of this order, and references (a) through (c) and reference (g). Reservists terminated for non-compliance will be returned to a full duty status and will be advised of all action taken and to resume their drilling obligation. *Commanders must* document all attempts to keep the Reservist in compliance. Should the Reservist fail to resume their drilling obligation, upon accumulation of nine unexcused absences, and proper documentation, the unit should initiate separation proceedings for unsatisfactory participation per paragraph 6213 of reference (a).

/s/

M. A. SEXTON
Chief of Staff

DISTRIBUTION: B

Copy to: CMC (MMSR, RAM-3)
BUMED (02D)
PA School

13 Mar 1993

COURSE OF ACTION FLOW CHART

STATUS	PROCEDURE	REMARKS
NPQ	Process for discharge per par 3 of this Order	Reservist requests discharge or fails to respond to letter - discharge Reservist Reservist requests a hearing (see note 1)
TNPQ and TNPQ status	Follow procedures for NPQ unacceptable to commander Not acceptable to Reservist Follow procedures for NPQ Acceptable to Reservist See note 2 it for Duty Reservist drills See note 3	
Other	Occasionally BUMED recommends an administrative discharge or request supplemental information. In those cases, guidance will be provided from MARFORRES (7AA)	

Note 1. The first hearing is informal and results in nothing more than the resubmission of the case to CMC (NMSR-4) for reconsideration. Should it be returned with the same determination, the Reservist may request a formal hearing. This is accomplished via naval letter (no standard format) submitted to CMC (MMSR-4). In the letter the Reservist must agree to appear before the board at no expense to the government.

Note 2. If found fit for duty at the reevaluation by a medical officer, document it in the health record and return to full duty status. If still found not be fit for duty, discharge the Reservist following procedures set for a NPQ above, or request extension of TNPQ if recovery is expected. Ensure all documentation is made in the Health Record. Request extension from BUMED per paragraph 3c of this order.

Note 3. Counsel the Reservist as to drilling obligations. If the Reservist disagrees with the results, and refuses to drill, then the drill missed will be considered unexcused and the Reservist is subject to processing for an administrative discharge. However, should new documentation be presented from an acceptable medical source, the whole procedure will be repeated.

ENCLOSURE (1)

ForO 1900R.1
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SAMPLE LETTER FROM UNIT TO INDIVIDUAL

UNIT HEADING

SSIC/INFO

From: Commanding Officer/Inspector-Instructor (Complete address)
To: (Subject Named Marine Reservist)

Subj: PHYSICAL QUALIFICATION FOR RETENTION IN THE MARINE CORPS
RESERVE

Ref: (a) Chief, BuMed&Surgery ltr 6110-L19 02D/RES/17235
of 8 Feb 93
(b) MCO P1900.16D (MARCORSEPMAN)
(c) ForO 1900R.1

Encl: (1) Statement of Understanding and Intent

1. Per the references you are hereby notified that you are being processed for discharge by reason of being found not physically qualified for retention in the Marine Corps Reserve due to (Identify disqualifying physical defect as stated in BUMED's letter).

2. Laws governing the Marine Corps require that any person who is not physically qualified for assignment to active duty be discharged or retired from the Marine Corps Reserve. The following courses of action are available to you:

a. Submit a written request for discharge by reason of being not physically qualified for retention; or

b. Request a transfer to the Retired List (if eligible) under existing regulations; or

c. Request a hearing before the Physical Evaluation Board. If this option is elected, you are advised that disability benefits are payable only if you are entitled to active duty pay and allowances and have been issued a Notice of Eligibility (NOE) to receive such allowances. If a NOE has not been issued, the PEB findings will be either fit or unfit for duty. If your case is considered by the PEB, and you do not agree with the recommendation of the records of the review panel, you may demand a formal hearing and the case will be referred, by the PEB, to a hearing panel for evaluation. A member of the Marine Corps Reserve, not on active duty, who desires to appear in person before a formal hearing, must agree to appear before the Board at no expense to the Government.

ENCLOSURE (2)

ForO 1900R.1
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SAMPLE LETTER FROM UNIT TO INDIVIDUAL

SSIC
Date

Subj: PHYSICAL QUALIFICATION FOR RETENTION IN THE MARINE
CORPS RESERVE

The formal hearing will normally be conducted by the hearing panel nearest your residence. For your information, Regional Physical Evaluation Boards are located at National Naval Medical Center, Bethesda, MD; Naval Regional Medical Center, San Diego, CA; and Naval Training Center, Great Lakes, IL.

4. You are requested to indicate the course of action you desire to pursue on enclosure (1) and return it to your Commanding officer immediately. You are advised that if no reply is received within 30 days from the date of this letter, it will be concluded that you do not desire a hearing and action will be taken to discharge you involuntarily by reason of physical disqualification.

5. In the event you have any questions regarding your available options, you should contact your reserve unit for assistance.

By direction

ENCLOSURE (2)

13 Mar 1993

SAMPLE STATEMENT OF UNDERSTANDING AND INTENT

UNIT HEADING

SSIC/INFO

FROM: (Subject Named Marine)

(Commanding Officer/I-I)

Subj: STATEMENT OF UNDERSTANDING AND INTENT

Ref: (a) MCO P1900.16D, Para 8407

(b) Commanding Officer/Inspector-Instructor ltr (Date)

1. In accordance with references (a) and (b), I understand that I am being processed for discharge from the Marine Corps Reserve by reason of being found not physically qualified for retention.

2. By my initials below, I hereby request the following course of action be taken in my case:

 I hereby request discharge by reason of being
(Initials) found not physically qualified

 I hereby request transfer to the Retired List,
(Initials) if eligible under existing regulations.

(Initials) I hereby request an informal hearing before the Physical Evaluation Board. I understand that if I am still found unfit by the Physical Evaluation Board, that I may request a formal hearing before the Regional Evaluation Board.

3. I understand that my failure to return this statement on or before (Date) will be considered a waiver of my choices outlined above and action will be taken to discharge me involuntarily by reason of physical disqualification.

(Signature of Marine/Date)

Note: BEFORE YOU INITIAL AND SIGN THIS LETTER, YOU SHOULD
CONTACT (LOCAL POC) at (PHONE) FOR QUESTIONS
OR FURTHER INSTRUCTIONS.

ENCLOSURE (3)

ForO 1900R.1
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SAMPLE NOTIFICATION OF DISCHARGE,

UNIT READING

SSIC/INFO

From: (Commanding officer/Inspector-Instructor)
To: Commandant of the Marine Corps (MMSR), Headquarters U.S.
Marine Corps, 2 Navy Annex, Washington, DC 20380-1775
Subj: DISCHARGE OF (RANK, NAME, SSN) USMCR BY REASON OF PHYSICAL
DISQUALIFICATION
Ref: (a) MCO P1900.16D (MARCORPSEPMAN) (b)
Commanding officer/Inspector-Instructor ltr (Date)
1. All provisions of the references were complied with and
completed on (Date).
2. - (subject Named Marine) was discharged from the Selected Marine
Corps Reserve on (Date) -.
3. As required by the references, the following information is
provided:
a. Type of Separation: 1 Admin, COG, etc.
b. Character of Service: Honorable, General.
c. Separation Authority: Numbered endorsement
of original NPQ package.
d. Separation Code: As applicable.
e. Reenlistment Code: As applicable.

(Signature)

Copy to:
CG, MARRESFOR (Code 7AA)
CMC (MMSB-20)
BUMED (02D)

ENCLOSURE (4)

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SAMPLE CG, MARFORRES ENDORSEMENT TO A BUMED LETTER AUTHORIZING
TEMPORARY NOT PHYSICALLY QUALIFIED (TNPQ)

MARFORRES HEADING

SSIC/INFO

FIRST ENDORSEMENT on Chief, BuMed & Surg ltr 6110-L19 02D/RES/
19611 of (date of letter)

From: Commander, Marine Forces Reserve
To: Unit Concerned

Subj: PHYSICAL QUALIFICATION FOR RETENTION IN THE MARINE CORPS
RESERVE FOR (NAME OF RESERVIST CONCERNED)

Ref: (a) MCO P1900.16D, par 8407
(b) ForO 1900R.1

1. Readdressed and forwarded for appropriate action.
2. (Name of Reservist concerned) is to be scheduled for a medical examination at a military medical facility not later than (see paragraph 2 of the basic letter) for a determination of qualification to return to fully duty. Forward the results of the examination requested by paragraph 3 of the basic letter to the Chief, Bureau of Medicine & Surgery (Code 3B5) with a copy to MARFORRES (Code G-4 Med) and (7AA).
3. If at the end of (Name of Reservist concerned) Temporary Not Physically Qualified (TNPQ) period, he or she (as appropriate) is still not physically qualified for full duty as determined by a medical doctor, or you determine that assignment to a TNPQ status is not administratively acceptable, you are authorized to initiate discharge proceedings per references (a) and (b).
4. Should any question arise concerning the required action, contact MARFORRES (7AA) at DSN 678-6830/31 or commercial (504) 678-6830/31.

By direction

ENCLOSURE (5)